



**DEPARTMENT OF FAIR EMPLOYMENT
AND HOUSING
ENFORCEMENT DIVISION
*DIRECTIVE***

**DIRECTIVE
NUMBER
102**

**DISTRIBUTION
DATE
October 1, 1998**

1. **SUBJECT: DELEGATION OF AUTHORITY**
2. **PURPOSE:** To identify individuals with authority to approve specific actions in the processing of discrimination complaints filed with the Department of Fair Employment and Housing Enforcement Division.
3. **THE DEPARTMENT DIRECTOR DELEGATES APPROVAL AUTHORITY AS FOLLOWS:**
 - A. **Case Closures:**

The Deputy Director Enforcement Division, Chief Counsel, Regional Administrators, and District Administrators are authorized to approve all formal case closures, but may delegate this authority to a supervisor or a staff member acting in the capacity of District Administrator.
 - B. **Investigative Reports Recommending Formal Conciliation:**

The Deputy Director Enforcement Division, Chief Counsel, Regional Administrators, and District Administrators are authorized to approve recommendations for formal conciliation, but may delegate this authority to a supervisor or a staff member acting in the capacity of District Administrator.
 - C. **Settlement Agreements:**

The Deputy Director Enforcement Division, Regional Administrators, District Administrators, Chief Counsel, and Department attorneys have the authority to sign settlement agreements. District Administrators may delegate this authority to supervisors and Consultants.
 - D. **Serve as Conciliator:**

The Deputy Director Enforcement Division, Regional Administrators, District Administrators, Chief Counsel, and Department attorneys are authorized to hold formal conciliation conferences.
 - E. **Accusations:**

The Chief Counsel and Department attorneys are authorized to sign accusations.

F. Subpoenas:

The Deputy Director Enforcement Division, Regional Administrators, District Administrators, Chief Counsel, and Department attorneys are authorized to sign subpoenas. District Administrators may delegate this authority to a supervisor or a staff member acting in the capacity of District Administrator.

G. Interrogatories:

The Deputy Director Enforcement Division, Regional Administrators, District Administrators, Chief Counsel, and Department attorneys are authorized to sign interrogatories. District Administrators may delegate this authority to a supervisor or a staff member acting in the capacity of District Administrator.

H. Director's Investigations:

The Department Director will authorize Director's Investigations (according to Gov. Code, §11180) or initiate class action complaints (Gov. Code, §12961), but may delegate this authority to Deputy Directors, Regional Administrators, District Administrators, Chief Counsel and Department attorneys.

4. APPROVAL:

Nancy C. Gutierrez, Director

Date